

REQUEST FOR PROPOSAL

The City of Manitou Springs last adopted updated Commercial and Residential Design Guidelines in 1993. Over the last several years, the Manitou Springs Historic Preservation Commission (MSHPC) incrementally drafted revisions and reformatted the Residential Design Guidelines. In order to finalize the revisions to both the Commercial and Residential Design Guidelines, funding has been provided in the 2007 City budget for up to \$12,500.

PROJECT DESCRIPTION:

The MSHPC is seeking a consultant to evaluate/make recommendations regarding additional amendments to the current draft Residential Guidelines and complete additional/new illustrations. The project consultant will also reformat the Commercial Design Guidelines following the form established in the Residential revisions and evaluate the Commercial Guidelines for additional updating and illustrations.

Finally, the consultant will conduct a public comment/education session leading up to and including adoption of the final revised Residential and Commercial Guidelines by resolution of the City Council.

PROJECT METHODOLOGY:

A. The successful consultant candidate will be expected to:

1. Submit a contract document for the City's consideration and approval.
2. Familiarize him/herself with the adopted Residential and Commercial Design Guidelines and the background regarding their creation/adoption.
3. Review the current revisions to the Residential Design Guidelines as drafted by the MSHPC.
4. Attend an initial MSHPC Worksession to discuss the project with the Commission.
5. Provide a written evaluation of both sets of Guidelines, with recommendations for changes.
6. Attend a second MSHPC Worksession for consensus regarding proposed changes.
7. Draft the changes and provide one hard copy and one electronic copy of each document to the Planning Department for distribution and placement on the City's website during public comment period.
8. Conduct public workshop on new, draft Guidelines.
9. Provide written summary of public comments and recommendations for addressing comments.
10. Finalize amendments to the Guidelines Documents and provide one hard copy suitable for reproduction and one electronic copy of each.
11. Attend City Council Worksession where draft Guidelines will be presented with summary of revision process.

B. Proposed timeline for project completion:

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| 1. Execute contract with consultant and begin project. | 07/03/07 |
| 2. MSHPC Worksession #1. | 07/18/07 |
| 3. Initial evaluation and recommendations due. | 08/29/07 |

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| 4. MSHPC Worksession #2. | 09/19/07 |
| 5. Draft Guidelines Documents Due. | 10/01/07 |
| 6. Public Workshop (30 day comment period). | 10/17/07 |
| 7. Summary of public comments and recommendations due. | 10/31/07 |
| 8. Planning Staff takes public comment to MSHPC. | 11/07/07 |
| 9. Staff provides final feedback from MSHPC to Commission. | 11/12/07 |
| 10. Final Draft Guidelines Due. | 11/19/07 |
| 11. Presentation of Draft Guidelines and Summary of Revision Process@ City Council Worksession | 11/27/07 |
| 12. Potential Adoption of New Guidelines by Resolution | 12/04/07 |

C. The following should be included in a written proposal:

1. Itemized cost estimates for services, travel, and other costs associated with this project.
2. Professional qualifications of firm and/or principal personnel including resumes, references, and examples of work.
3. State of project methodology noting any scheduling or other differences from that stated in this RFP.

Five copies of proposal should be submitted no later than 5:00 p.m., **Monday, May 28, 2007**, to:

City of Manitou Springs Planning Department
 606 Manitou Avenue
 Manitou Springs, CO 80829
 Attn: Kari Kilroy
kkilroy@comsgov.com

Email submissions will not be accepted.

Consultant selection anticipated by 5:00 p.m., Friday, June 8, 2007 (with ratification by the Manitou Springs City Council June 19th). Unsuccessful candidates will be notified by mail or email. After proposal submittal, the City will negotiate with the preferred consultant. If negotiation proves unsuccessful, the consultant will be notified negotiation is terminated. Negotiation will commence with the next preferred consultant and continue until mutually satisfactory arrangements are made. The City reserves the right to reject any or all proposals and waive any informalities or irregularities therein. Proposals may be withdrawn at time of opening. Proposals are prepared at the consultant's expense and become City property and an item of public record.